

Notice Concerning Collection, Processing and Use of Personal Data

At RIB, we attach great importance to our applicants' and job seekers' data privacy. To give you a better understanding of how we, RIB Software SE, deal with and process your data under applicable data protection laws, we sum up your rights in this document. RIB respects your privacy, and is committed to complying with applicable privacy laws in those jurisdictions where we do business.

<p>For job applications submitted via our job portal on https://jobs.rib-software.com, please refer to the answers in this column.</p>	<p>For job applications submitted in response to job ads on https://www.rib-software.com/en/group/career/ or any other RIB job ad, please refer to the answers in this column.</p>
<p>What happens when I reply to a RIB job advertisement?</p>	
<p>When you apply for a position with us, we will ask you for your active consent via ticking a box regarding your personal information. With this, you agree that your personal information will be saved electronically, as well as shared inside RIB Group and its affiliates, for the application process. Your personal information may be kept for up to one year after the open position is filled. To better understand your background, we may also check your social media public profiles (e.g. LinkedIn profile).</p>	<p>When you apply for a position with us, we will ask you for a signed consent form regarding your personal information. With this, you agree that your personal information will be saved electronically, as well as shared inside RIB Group and its affiliates, for the application process. Your personal information may be kept for up to one year after the open position is filled. To better understand your background, we may also check your social media public profiles (e.g. LinkedIn profile).</p>
<p>Who will be responsible for processing my data?</p>	
<p>The party responsible for processing your data is RIB Software SE or an affiliate. RIB Software SE Vaihinger Strasse 151 70567 Stuttgart Our Data Protection Officer can be reached on datenschutz[at]rib-software.com</p>	
<p>You can also email our HR directly by contacting job[at]rib-software.com.</p>	<p>You can also email our HR directly by contacting career[at]ribitwo.com.</p>
<p>What categories of data are used, and where does RIB get these from?</p>	
<p>We will process various categories of personal data, such as your basic information (e.g. first name, surname, title, nationality), contact data (e.g. e-mail address, home address, (mobile) telephone number,), as well as all the data collected in the application process (your CV, your cover letter, reference letters, questionnaires, interview, qualifications, and prior experience).</p> <p>Special types of personal data will only be used by us if you voluntarily disclose it in your application letter or during the application process, and your consent or a statutory rule allows us to use it. Such special types of data include medical information, religion or degree of disability. We may also collect your data through video surveillance at certain buildings or company locations.</p> <p>We will generally collect your data directly from you during the hiring process. Sometimes we may also receive data from third parties, such as recruitment agencies, to whom you have disclosed your data or through your social media public profiles.</p>	

For what purposes, and on what legal basis, will we process your data?

Your data will be processed to run and complete the application process. We do so on the basis of the provisions of the current versions of the EU General Data Protection Regulation (GDPR) and all other relevant laws.

The purpose of processing your data is to evaluate whether you, as a candidate for an opening at RIB, are suited for the respective position. It is necessary for us to process your data in order to decide whether there are grounds for offering you an employment contract. Art. 6 para. 1 b) of the GDPR is the main legal bases for this. In some cases we base ourselves on any consents you may have given, as per Articles 6 para. 1 a) and 7 of the GDPR (e.g. to apply your application documents for other job openings at RIB (Group)).

Any processing of special types of personal data is based on the permission in Art. 9 para. 2), unless we have obtained your consent (Art. 9 para. 2 a) of the GDPR).

We will also process your data to fulfil our legal duties as a potential employer, e.g. based on supervisory provisions or for processing once we have made you an offer and you have accepted it.

In addition, we may sometimes use your data for statistical purposes (e.g. studies of candidates' backgrounds for certain positions), but purely for internal purposes.

Should we wish to process your personal data for a purpose not listed above, we would inform you of this in advance.

Who do we disclose or transmit your data to?

We handle your data confidentially at all times. Only those staff and departments at our Company who need your personal data for the hiring decision, in order to execute their contractual and statutory duties, will receive it, such as our HR staff, Staff Council, hiring managers or any other staff involved in the hiring process, or a direct report you may have once you commence employment at RIB, or other superiors.

Your Personal Data may be transferred to and/or accessible by affiliates within the RIB Software SE Group Companies in countries other than your home country.

If we are unable to offer you a position, but are of the opinion, based on your profile, that your application may be interesting for future openings within our Group, we will send your application to other Group companies, provided we have received your consent to do so.

In addition, we may disclose your personal data to other recipients outside the Company, provided that this is necessary to conclude the employment contract.

We handle your data confidentially at all times. Only those staff and departments at our Company who need your personal data for the hiring decision, in order to execute their contractual and statutory duties, will receive it, such as our HR staff, Staff Council, hiring managers or any other staff involved in the hiring process, or a direct report you may have once you commence employment at RIB, or other superiors.

Your Personal Data may be transferred to and/or accessible by affiliates within the RIB Software SE Group Companies in countries other than your home country, *including countries outside of the European Union/European Economic Area for which the European Commission has not issued an adequacy decision* (meaning that the level of data protection may not be as high as within the European Union).

If we are unable to offer you a position, but are of the opinion, based on your profile, that your application may be interesting for future openings within our Group, we will send your application to other Group companies.

In addition, we may disclose your personal data to other recipients outside the Company, provided that this is necessary to conclude the employment contract.

How long will my data be saved?

We will generally delete your personal data one year after the end of the application process. This does not apply if continued saving is necessary for evidence purposes, if statutory rules prevent the deletion or if you have consented to a longer period.

What privacy rights can I claim as a data subject?

Using the address indicated above, you may request at any time and free of charge information about the personal data we have stored under your name. In addition, under certain conditions you may request that your data be erased or rectified. Furthermore, you may also have a right to restrict the processing of your data and a right to disclosure, in a structured, common and machine-readable format, of the data you have made available. You also have a right to withdraw consent at any time in the future.

In case of any complaints, you may contact our Data Protection Office or HR at the email indicated above.

Am I obligated to provide my data and give active consent to its processing?

We will not be able to process your application without your active consent. Your personal data is required by us in order to run the application process and to assess whether your profile is suited for a position so as to come to a hiring decision.

RIB Software